



## 7. REQUIRED ITEMS

- 7.1 Pen
- 7.2 Computer
- 7.3 Microsoft Excel and other appropriate software as listed in paragraph 8.
- 7.4 Label printer
- 7.5 Master Label (ML)
- 7.6 In-Process Label
- 7.7 Intermediate Bar Code Label
- 7.8 Shipper Label
- 7.9 Batch Record (BR)
- 7.10 Work instructions for DLI labels
- 7.11 FORM#'S 611, 612, 616, 560 AND FORBES LABELS, AND ENTERING A NEW LABEL.
- 7.12 DLI Form 998 Multipak Labels checklist

## 8. PROCEDURE

- 8.1 All personnel performing this procedure must follow the guidelines stated in DLI SOP 100.002, Employee Practices- Sanitation Program.
- 8.2 In-process labels are made by production.
  - 8.2.1 A copy of the in-process label with lot number and item key will be placed with each batch sheet as it is issued.
  - 8.2.2 Production will copy the number of labels needed and place them on the product containers.
- 8.3 Pharmanex Finished Goods:
  - 8.3.1 Obtain the master label and determine the number of labels you will need. Round to the nearest whole number.